

Administrative Management

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The Magazine of Methods, Personnel and Equipment

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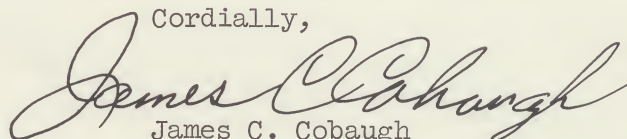
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How to plan a company audio-visual room. What is available in the way of slide, overhead and movie projectors. An overview of a wide range of presentation materials from a simple blackboard to an electronic A-V training center.

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(Manual descriptions continued on reverse of this sheet)

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What is the administrative function? How will computers affect middle management in the years to come? How do you handle work fluctuations? What will the office look like in 1984? The answers to these and other questions pertaining to the manager, his present duties and his future responsibilities are answered here.

9. SELF-MANAGEMENT: YOUR BEST INVESTMENT

The manager must take the time and make the effort to keep up with rapid changes in the field of management. Sections in this manual deal with ways to find the time to plan ahead, the dynamics of decision-making, how to choose a successor, and a discussion of individual responsibilities versus group decisions.

10. MARKET GUIDE TO ADDING MACHINES AND CALCULATORS

Many managers are buying sophisticated electronic calculating machines, but there is still a large market for handy little adding machines. Here is an explanation of a large variety of machines, what they can do and how much they cost.

11. RECORDKEEPING EQUIPMENT AND SYSTEMS FOR YOUR OFFICE

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